

Unsuitable Workers Policy

Introduction

This policy applies to all staff and contractors and should be read in conjunction with the Recruitment, Selection and Vetting Policy; the Child Protection Policy; the Safeguarding Adults Policy; the Equal Opportunities, Diversity and Inclusion Policy the Children Act 1989 and 2004 and the guidance given by the Government in the report "Safeguarding Children and Safer Recruitment in Education" and the Care Act 2014.

Procedures

The Conduct Regulations under Regulation 20 places agencies and employment businesses under an obligation to act if they find out a work seeker is unsuitable.

Unsuitability of permanent candidates

If, within three months from the date of introduction of a work seeker to a hirer we receive or obtain information which indicates that the work seeker is or may be unsuitable for that position the consultant will inform the hirer without delay i.e. on the same day or the next business day if that is not reasonably practicable.

Unsuitability of temporary workers

Where we receive or obtain information during the course of an assignment that gives us reasonable grounds to believe that a worker supplied to a hirer is unsuitable (see above) the consultant will inform the hirer without delay and end the assignment.

If the information only indicates that the work seeker may be unsuitable but is insufficient to give us reasonable grounds to believe that they are in fact unsuitable we will commence such enquiries as are reasonably practicable and inform the hirer of the information received and the enquiries being made. If, as a result of those enquiries we have reasonable grounds to believe they are unsuitable the consultant will, without delay, inform the hirer and end the assignment.

Unsuitability and the Data Protection Act

The sort of information that might indicate a worker is unsuitable will depend on the circumstances but may be a relevant criminal conviction that should have been disclosed; qualifications found to be false; or a medical condition that means the worker may either be at risk by performing the work or they may be placing others at risk. It should be information that would mean we would not have put the work seeker forward in the first place.

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Communicating this Policy

This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

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